West Virginia Offices of the Insurance Commissioner

Licensing and Education Division

Adding or Removing a DRLP
(Designated Responsible Licensed Producer)

All business entities are required to designate at least one principal insurance producer responsible for the business entity's compliance with West Virginia's insurance laws, rules, and regulations. The individual is not required to be an officer or director of the business entity; however, they must be a licensed insurance producer in West Virginia.

Initial Application: The business entity is required to assign a DRLP on the initial application through NIPR.

Notice of Change: All business entities are required to notify the WVOIC in writing of any change of their DRLP. The agency is required to provide a signed statement on company letterhead indicating who the new DRLP will be. The letter can emailed, mailed, or faxed to the Licensing and Education Division. There is no fee to make this change.

Please note: West Virginia law does not require business entities to notify our department of every individual employed by or affiliated with the agency. However, a list is required to be made available upon request.

If you have any questions, you can reach the Licensing and Education Division in the following ways:

Email: OICAgentLicensing@wv.gov

Telephone: (304) 558-0610